

5 May 1955

MEMORANDUM FOR: Chief of Departmental Recruiting
 Attention of:

25X1

FROM : Chief, D/S/RR

SUBJECT : Personnel Requirements of Basic Intelligence
 Division, Office of Research and Reports

1. The Basic Intelligence Division (D/S/RR) is the component of O&R responsible for the fulfillment of CIA's responsibilities in the inter-departmental National Intelligence Survey (NIS) Program. In addition to being responsible for the over-all coordination of the program, D/S is charged with the review, editing, publication and dissemination of the NIS and therefore requires highly qualified personnel to carry out these important responsibilities.

2. D/S/RR is composed of the Office of the Chief and three Branches - Editorial, Regional Review, and Publication. The missions and personnel requirements for these Branches are:

a. Editorial Branch: The mission of the Editorial Branch requires that its members review, correlate and edit NIS material, determine qualitative adequacy of such material, and advise the producing components in respect to NIS requirements for production and maintenance. To do this calls for mature individuals with education and experience of the level of Ph.D. or equivalent in respective fields covered in the NIS, namely: Military Geography, Transportation and Telecommunications, Sociological, Political, Economic, Scientific, Armed Forces, Map and Chart Appraisal. In addition it is desirable that such personnel have some intelligence experience and editorial competence.

b. Regional Review Branch: The mission of the Regional Review Branch requires that its members analyze, correlate, and review NIS material from a regional point of view to ensure that the basic intelligence produced under the NIS Program is adequate. To do this calls for a comprehensive knowledge of world regions in addition to: 1) a firm grasp of the historical and geographical backgrounds of the important countries within a major world area (Western Europe,

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Far East, etc); 2) a clear understanding of the salient political, economic and military elements of the area; 3) familiarity with the literature and language of at least one major country in the area; 4) a full appreciation of contemporary developments and policies (on the part of foreign governments and the United States) affecting the designated area; and 5) intimate knowledge of the people and mores of at least one major country in the area, preferably acquired by residence or travel. Personnel should hold a doctorate or its equivalent with major emphasis on a general or specialized appreciation of important elements within a world area and a highly developed capability for accurate analysis and effective presentation together with powers of evaluation and discernment of broad relationships existing not only on a national but also international levels.

As of this date D/B has personnel on duty or on recruitment for all vacancies in the Regional Review Branch. At some later date we may increase that capability and would like the files on those who meet the above qualifications.

c. Publication Branch: The Publication Branch is charged with the correlation and review of NIS maps and graphics, advisory direction of producing components in respect to NIS map and graphic requirements, production and maintenance; supervision of the NIS gazetteer program; preparation of NIS material for publication; and establishment of NIS printing requirements and press runs. Personnel required include: 1) geographers, 2) publication editors, and 3) illustrators. Qualification requirements are as follows:

1) Geographers: A comprehensive knowledge of geography, cartography, graphic and reproduction principles, practices, and capabilities with relation to technical publications. Ability to evaluate and present recommendations orally or in writing on a variety of processes and techniques involving work with contributor, coordinator, staff and production control units and representatives of firms presenting new processes or techniques. Extensive specialized experience is required, plus a degree in the field of geography (cartography) or the graphic arts.

2) Publication Editors: A detailed knowledge of all techniques and procedures used in preparing text and tabular material for printing and verifying printer's proof copy and a broad knowledge of editorial practices on intelligence surveys covering a comprehensive range of subject matter. Ability to organize and carry through to completion detailed complex editing of draft and page proofs; ability to draft written presentations of instructions and explanations for

guidance of contributors or coordinators of studies. Errors of interpretation and mechanical failures must be caught before printing and distribution of intelligence studies, thereby calling for highest standards of editorial accuracy. A college degree with a major in English or Journalism is required.

3) Illustrators: A thorough knowledge of illustrations, drafting or statistical presentation techniques and procedures and good knowledge of related skills used in publications editing fields. Proficiency in the use of all types of instruments used in either graphic, cartographic or art work and ability to plan and carry out presentations of a selected study including a variety of specialized intelligence aspects for publication. A college degree in the field of commercial, graphic, or fine arts, or equivalent experience is required.

3. In addition to the foregoing personnel requirements, secretarial, stenographic, typing and clerical personnel are required of a caliber to adequately and efficiently support the demands placed upon D/S for carrying out the responsibilities of the National Intelligence Survey Program.

K. A. KNOWLES

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